

EMPLOYER'S GUIDE INCLUDING PEOPLE WITH DISABILITIES IN EMERGENCY EVACUATION PLANS

I. PLAN DEVELOPMENT.

A. Identify Accommodation Needs

- ☐ Ask employees to self-identify accommodation needs for emergency evacuation and assure employees that this is voluntary and confidential.
- ☐ Complete a hazard analysis to help identify workplace hazards that may impede emergency evacuation.
- ☐ Perform sample drills to help employees identify limitations that may affect their ability to evacuate in an emergency.
- ☐ Develop a method to identify visitors with special needs.

B. Investigate Accommodation Options

- ☐ Ask employees with disabilities for their accommodation ideas.
- ☐ Consult with local fire, police, and HazMat departments.
- ☐ Explore various accommodation options for emergency evacuation.

C. Finalize the Plan

- ☐ Identify and include key personnel who will be involved in emergency evacuation.
- ☐ Conduct mock drills with key personnel.
- ☐ Commit the plan to writing.
- ☐ Make necessary modifications to the evacuation plan.

II. PLAN IMPLEMENTATION.

- ☐ Distribute a copy of the evacuation plan to all employees. (Provide alternative format.)
- ☐ Conduct practice evacuation drills.
- ☐ Integrate the evacuation plan into the Standard Operating Procedures (SOPs).

III. PLAN MAINTENANCE.

- ☐ Develop a system for reporting new hazards and safety concerns.
- ☐ Create a procedure to identify the accommodation needs of new employees.
- ☐ Review and modify the evacuation plan after scheduled and unscheduled practice drills.
- ☐ Facilitate relationships with fire, police, and HazMat departments.
- ☐ Inspect and maintain emergency evacuation equipment.